

RESPONSIBILITIES

A. In carrying out the purposes of this Award, the Recipient shall be responsible for the following:

1. Planning, organizing and administering International Visitor Leadership Programs.
2. Maintaining accounting control over the funds provided by this Award with proper documentation, such as invoices, canceled checks, airline ticket stubs, etc. that will adequately substantiate all payments charged to this Award. Costs paid with funds provided by this Award must be identifiable in the Recipient's accounting system as costs charged to this Award. Lack of such documentation could result in a disallowance of charges to this Award.
3. Adhering to the applicable provisions of the Terms and Conditions for Domestic Grants and Cooperative Agreements incorporated by reference and made part of this Award. The complete text is available at <http://fa.statebuy.state.gov/>.
4. Stating in any announcement or publicity, where it is not inappropriate, that these activities are assisted financially by the Bureau of Educational and Cultural Affairs of the Department of State under the authority of the Fulbright-Hays Act of 1961, as amended.
5. Planning, organizing, and directing programs of travel, observation, consultation, study, and practical experience for foreign visitors from countries throughout the world selected and assigned by the Department of State (DOS). In connection with those visitors assigned to Recipient, DOS agrees to furnish necessary biographical and professional information on each visitor as far in advance of his/her arrival as possible. DOS further agrees to furnish international transportation for all visitors

assigned to the Recipient unless such transportation is being provided by other sources. In limited situations the Recipient may be asked to purchase international tickets for participants.

6. Arranging all travel under the Agreement through DOS's Travel Management Center, Carlson Wagonlit Government Travel, and ensuring proper billing as outlined in the "Instructions to Program Agencies for the use of the Carlson Wagonlit Government Travel Center with Exchange Participants." Under separate cover, the Office of the Executive Director (ECA-IIP/EX) will notify the Recipient of the amount of money to be obligated for travel under this agreement. Funds will be obligated in the Bureau of Educational and Cultural Affairs and paid directly by DOS for exchange participant and English Language Officer/Interpreter (ELO/I) travel in direct support of programs under this Agreement.
7. Distributing copies of all IVLP program booklets to ECA/PE/V program officers according to the schedule contained in the POGI and Attachments I-IV, and to those organizations and institutions in the local communities which shall assist in planning and implementing the visitor's appointments, meetings, and other aspects of the program. An electronic version of the final program booklet for all IVLP projects (MRPs, RPs, SRPs, SCPs, ITTs, Individuals, Voluntary Visitor individuals and groups) shall be sent to the ECA/PE/V program officer by e-mail as a Word attachment in accordance with the following deadlines:
 - a. For MRPs and RPs: By 3:00pm at least one business day prior to the ELO/I meeting.
 - b. For SRPs and SCPs: By: 300pm at least one business day prior to the project opening.
 - c. For ITTs, Individuals and Voluntary Visitors: No later than the day IV(s) depart Washington, DC.

The Recipient shall use members of the National Council for International Visitors (NCIV) whenever there is an affiliate in the community visited, as well as other drawn from the Recipient's resources files, to assist in carrying out the visitor's program. However, the Recipient shall be responsible for coordinating the visitors' overall program activities within and among the local community organizations and for monitoring and helping to ensure quality programming throughout the project.

8. Including in each visitor's itinerary representative geographic diversity and at least one small community in accordance with the IVLP Guidelines.
9. Disbursing all program and ELO/I funds for per diem, domestic transportation, educational and cultural allowances, and authorized phone usage and other expenses, in accordance with DOS instructions, guidelines and regulations.
10. Maintaining an individual assignment and expenditure record on each visitor and ELO/I that reflects item by item the amount and purpose of all funds expended for each visitor and ELO/I.
11. Enrolling all participants on J-1 Visas in DOS's ASPE program and providing accident and sick coverage material to each visitor covered by such policies. Assisting, when necessary, in resolving claims. The ASPE material shall be furnished to the Recipient by the DOS.
12. Evaluation trips and out-of-town evaluation sessions for Regional and Multi-Regional group projects are to be planned and implemented in conjunction with and only after written approval has been obtained from ECA/PE/V. Per diem calculations are to be based on a one night stay for destinations east of the Mississippi and two nights for cities west of it.

13. Preparing a proposal and budget for each group project including staff travel, honoraria and other program related expenses. Proposals shall be submitted to ECA/PE/V for approval by the due dates established by ECA/PE/V. Proposals should present the goals, objectives and program plans for the project; proposed costs should be submitted following the format provided by the DOS. A maximum of one working luncheon/dinner may be authorized for a project unless extenuating circumstances exist, in which case written approval must be obtained from ECA/PE/V. Upon receiving the approval from the Office of International Visitors, the Recipient may incur expenses for group projects up to the amount authorized in the Award Notice.
14. Planning programs according to approved DOS schedule and in accordance with IVLP Guidelines.
15. Obtaining the DOS program officers' approval for substantive program related documents sent to outside agencies (local sponsors, interlocutors, gatekeepers, etc.), including biographical data of each participant.
16. Submitting copies of all IVLP-related local sponsor program schedules, reports or comments, letters, press coverage and other materials received by the Recipient to the appropriate ECA/PE/V program officer. Local program schedules must be emailed to the ECA/PE/V program officer no later than one day prior to the start of the local program. Local press coverage requests must be submitted to the ECA/PE/V program officer as far in advance of the proposed date as possible.
17. **Providing ECA with Monthly Statistical Reports:** See attachment III for details.
18. **Providing ECA with Quarterly Projected Expenditure Reports:** See attachment III for details.

19. **Providing ECA with CIV/Community Utilization Reports Updates:** See attachment III for details.
20. **Providing ECA with Individual, ITT and Single Country Projects Updates and Reports:** For evaluation and reporting purposes, the national program agency officer should maintain regular contact with the ECA/PE/V program officer during these projects and report significant program accomplishments and/or difficulties. While not required, written reports may be submitted when warranted by events during the project, either at the initiative of the national program agency or at the requests of the ECA/PE/V program officer. Reports should be sent by email to the ECA/PE/V program officer.
21. **Providing ECA with Group Projects Updates and Reports:** For evaluation and reporting purposes, the national program agency officer should maintain regular contact with the ECA/PE/V program officer during these projects and report significant program accomplishments and/or difficulties. A two-to-three page project evaluation report must be forwarded as noted below, no later than ten (10) days after the project's conclusion. The report should outline the highlights of each program segment, giving examples of successes and shortcomings of the program and any improvements that could be included in future programs.
 - a. For MRPs: One copy of the report should be sent to the appropriate ECA/PE/V/M program officer.
 - b. For RPs: One copy of the report should be sent to the appropriate ECA/PE/V/R program officer.
22. **Providing ECA with Final Project Cost Reports for ALL Projects:** Actual program costs for all projects should be provided to the ECA/PE/V program officer as soon as possible, but not later than 90 calendar days after project completion. The cost categories for each project are the same as those on the project authorization.

National Program Agencies are **NOT** responsible for reporting on:

- a. International Travel Costs
- b. Incoming allowance, unless otherwise instructed by the DOS program officer to provide these funds to the IV.

National Program Agencies **ARE** required to report on the amounts expended for the following categories:

- a. Cultural Allowance (National Program Agency portion)The given to the International Visitor
 - b. Cultural Allowance (visitor portion). The amount given to the International Visitor
 - c. Domestic Air Travel
 - d. ELO/I Air Travel
 - e. Ground Transportation
 - f. Other Costs
 - g. Outgoing Allowance. Report the amount that has provided
 - h. Per Diem. Report the amount that has been provided
 - i. Enhancement Project Costs. Report to the appropriate ECA/PE/V/R program officer for SCPs, SRPs, and RPs; to the appropriate ECA/PE/V/M program officer for MRPs; and to the appropriate ECA/PE/V/F program officer for VolVis projects
 - j. Educational Allowance
 - l. Group Project Enhancement Costs
23. Providing to data: Data such as operating, statistical, and financial information relating to the program as may be requested by the DOS to meet its reporting requirements and answer inquiries concerning the operation of the program, as stipulated in the FY 2011 POGI and Attachments I-IV (as incorporated by reference).
24. A maximum of one working meal may be authorized per group project unless extenuating circumstances exist;

in which case prior approval must be obtained in writing from ECA/PE/V. NPAs should negotiate a fixed price per person of approximately \$35.00. In addition, per capita costs may not exceed \$45 excluding room rental. The number of invited guests shall not exceed participants by more than a factor of two-to-one.

25. Complying with all applicable tax treaties and federal, state and local laws on tax withholding and reporting for all foreign participants funded under this Award.
26. Due to or as a result of increasing "electronic dialogue," and information exchange between and among the IV program partners, it is critical that each Recipient actively work to ensure that their information systems are protected from computer viruses. Recipient should address its organization's plans to minimize exposure to computer viruses, identify the software protection it uses, the frequency of its normal updates, and outline contingency plans should its computer system become infected with a harmful computer virus. DOS grantees are also responsible for informing their sub-grantees of these requirements. The inability to process information in accordance with federal requirements could result in a requirement to return funds that have not been accounted for properly.
27. For all group projects, providing a tent card and name tag for each visitor/staff member/speaker at the program opening session.
28. Complying with the following: The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of Exchange Visitor (J visa) Programs and adherence by grantees and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity

to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

ECA will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from:

Office of Designation, Private Sector Programs
Division
U.S. Department of State
ECA/EC/D/PS, SA-5, 5th Floor
2200 C Street, NW
Washington, DC 20037

- B. In carrying out the purposes of this Agreement, ECA/PE/V will be responsible for:
1. Playing a significant role in the planning, implementation, and evaluation of all types of IVLP projects and for all communication with overseas missions.
 2. Providing close coordination and guidance throughout the duration of the awards. Recipients will consult closely the development, implementation, and evaluation of each IVLP projects.
 3. Maintaining IVLP Guidelines and keeping NPAs informed of changes and updates in a timely manner.